



January 11, 2005

Zoe Starr  
19 East 88<sup>th</sup> Street  
New York, NY 10128

Dear Zoe:

I received your request dated January 10, 2005 to hold your position through April 2005. Unfortunately, we will be unable to hold your position until April. You can, however, apply for any position that is open at that time and that you are qualified for.

If you have any questions, I can be reached at 203-351-2098.

Sincerely,

A handwritten signature in cursive script that reads "Joanne K. Coniglio".

Joanne K. Coniglio  
Director, Human Resources